



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III
Governor

Bureau for Children and Families
Office of Children and Family Policy
Division of Children and Adult Services
350 Capitol Street, Room 691
Charleston, West Virginia 25301
Telephone: (304) 558-7980 Fax: (304) 558-4563

Martha Yeager Walker
Secretary

M E M O R A N D U M

DATE: February 19, 2008

TO: Regional Directors, Community Service Managers,
Regional Program Managers and Child Welfare Consultants

FROM: Jane McCallister, Director, Children and Adult Services
By: Carla Harper, Program Manager

SUBJECT: Parent/Guardian Placement Evaluation Policy

The attached policy and required forms include the changes recommended from the distribution of the draft. The policy is meant to address those studies that are ordered by the Courts or are requested through ICPC. It is not intended to become routine practice. In most cases when there are no allegations against one parent, placement of the child/children with that parent must be explored. In those cases, a safety check of the home as well as a CPS background check should suffice. However, the courts occasionally order evaluations of the non-abusing parent and in those instances; the attached format would give the court ample information with which to make a decision.

If the Court orders an evaluation on a parent for reunification purposes, this policy does not change any other current requirements or policies. In other words, an evaluation can not be used in place of a new safety assessment, treatment plan, etc.

Due to the Gibson Decree, the WV Department of Health and Human Resources is required to provide biological parents with certain services in order to maintain/reunify children in the home. Therefore, recommending that placement of a child with a biological parent be denied must be considered carefully.

The attached policy and forms should be used for this process. If you have any questions, please call Carla Harper at 558-3076.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III
Governor

Bureau for Children and Families
Region I
P.O. Box 2590
107-109 Adams Street
Fairmont, West Virginia 26555-2590
Telephone: (304) 363-3261 Fax: (304) 367-2729

Martha Yeager Walker
Secretary

Parent/Guardian Evaluations
Protocol for Evaluating Parent/Guardian
Placements

Effective Date: September 12, 2007

- 1.0 **Purpose:** The purpose of this policy is to establish a uniformed statewide process for evaluating placement/reunification decisions with regard to biological parents and guardians.
- 2.0 **Scope:** This procedure provides guidance to staff to assist with decisions when the DHHR has been court ordered to complete the evaluation or the DHHR has received a request through ICPC. It does not replace existing statutory or policy requirements. It is not intended to create a practice of evaluating all parents prior to placement of their children in their home.
- 3.0 **Mission:** West Virginia's Department of Health and Human Resources (DHHR), Bureau for Children and Families (BCF) is dedicated to providing and assuring accessible quality services for individuals and families to achieve their maximum potential and improve their quality of life. The Division of Children and Adult Services (CAS) is committed to collaborate in providing a social service delivery system that assures safety and promotes the health, stability and well-being of vulnerable adults, children and families.

Parent/Guardian Evaluation:

- 4.0 **Introduction:** Often times staff are asked to evaluate and make a decision whether or not placement/reunification with a biological parent or guardian is in the best interest of a child. These evaluations can be court ordered or come through ICPC requests. Since these requests involve biological parents, and not potential foster/relative caregivers, standards for approval will be unique. One example of this would be, previous substantiated CPS would prevent approval of a prospective foster/relative caregiver from approval. However, this standard could obviously not always be applied to a biological parent in the same manner. Also, certain convictions which may result in denials for prospective/relative

caregivers, may not automatically exclude a biological parent from approval. Although, these factors would certainly be considered in the overall approval recommendation, we recognize different standards do apply when evaluating biological parents for placements. There may also be instances, whether the District or Homefinding was assigned the lead on an assignment, one may opt to request assistance from the other due to certain circumstances. This is anticipated and appropriate.

The Gibson Decree requires the WV Department of Health and Human Resources to provide certain services to biological parents in order to maintain or reunify them with their children. Therefore, denial of a placement must be considered carefully.

5.0 Procedure: Assignment and Evaluation of this type should follow this protocol:

- A.** The time frame for completion of the evaluation will be the same as all other kinship/relative studies which is 45 days from the date of placement in the home or from the date the request was received by the Homefinding Supervisor.
- B.** These requests should be assigned and completed by the District in the following instances:
 - 1. The parent in question has been alleged to be, or already Adjudicated as a maltreating parent in this case or a previous case.
 - 2. There have been safety/risk concerns identified or raised regarding this parent in the study/evaluation request.
 - 3. The parent is a biological parent to the child and the request is from another county in the state.
- C.** All other requests for evaluating a biological parent or guardian should be assigned to the Regional Homefinding Unit.
- D.** In either instance these evaluations should follow the attached study format.
- E.** The associated forms to compliment these evaluations should include; CIB Forms, including CIB Disclosure Form, Health and Safety Checklist, Release of Information, Financial Statement, and a copy of a Driver's License or photo I.D. A new safety assessment should also accompany any evaluation completed for reunification.

(Staff may contact their local Homefinder for assistance with obtaining these forms if needed.)



State of West Virginia

PARENT/GUARDIAN PLACEMENT EVALUATION

September 12, 2016

SECTION I: GENERAL INFORMATION

RELATIONSHIP INFORMATION

RELATIONSHIP	NAME	DOB	RACE
--------------	------	-----	------

PARENT/GUARDIAN INFORMATION:

Parent/Guardian Name:

Parent/Guardian Client ID:

Address:

Additional Address Information: Directions to home

Home Phone:

Business Phone: <<enter info>>

CHILDREN IN THE HOME (of parent/guardian, who the evaluation is being completed on, do not enter these children into the demographics screens in your case because they are not subject to the petition, unless the evaluation is on the primary caretaker home or an ICPC referral)

Name:

Relationship:

Race:

DOB:

<<Copy and paste the above bolded print until you have filled in all pertinent information for each child in the home>>

OTHER ADULTS IN THE HOME (of parent/guardian, who the evaluation is being completed on, do not enter these adults into the demographics screens in your case because they are not subject to the petition, unless the evaluation is on the primary caretaker home or an ICPC referral)

Name:

Relationship:

Race:

DOB:

Age:

<<Copy and paste the above bolded print until you have filled in all pertinent information for each adult in the home>>

SECTION II: PURPOSE OF EVALUATION

A brief narrative on why the evaluation is being completed.

SECTION III: PROFILES

3A - PROFILE OF PARENT/GUARDIAN:

FAMILY HISTORY

This section should include a narrative of the parents/guardian's background and early life, including how they were disciplined and whether or not they were involved with CPS as a child. Also include any current issues of interest and mode of transportation

MENTAL AND PHYSICAL HEALTH

This section should include a narrative of the mental and physical health of the parent/guardian, in relation to their parenting abilities, both past and present information. Information pertaining to a person's past or present use/misuse of drugs or alcohol should be included in this section.

EMPLOYMENT/INCOME

This section should include a narrative of the parent/guardian's employment, employment history and income sources.

3B - PROFILE OF ADDITIONAL ADULT CARETAKER IN THE HOME:

FAMILY HISTORY

This section should include a narrative of the additional caretakers' background and early life, including how they were disciplined and whether or not they were involved with CPS as a child. Also include any current issues of interest and mode of transportation

MENTAL AND PHYSICAL HEALTH

This section should include a narrative of the mental and physical health of other adult caretakers, in relation to their parenting abilities both past and present information. Information pertaining to a person's past or present use/misuse of drugs or alcohol should be included in this section.

EMPLOYMENT/INCOME

This section should include a narrative of other adult caretaker's employment, employment history and income sources.

<<Copy and paste the above bolded print until you have filled in all pertinent information for all adult caretakers in the home>>

SECTION IV: INTERPERSONAL RELATIONSHIPS:

A narrative on the family's:

- Strength, stability and length of current marriage or relationship, **History of other relationships/marriages**
- Communication style and effectiveness
- Challenges of their relationship, difficult times and how they overcome adversity
- Domestic violence, either past or present in relationships
- **Relationship with other bio parent**

SECTION V: CHILDREN IN THE HOME:

A narrative on the children in the home pertaining to the following:

- Educational status/progress
- Condition of child's mental and physical health
- Behavior of child, and any safety concerns due to behavior
- The children's feelings about other children entering the home

SECTION VI: PARENTING STYLES AND STRENGTHS:

A narrative on the parent/guardian's:

- Experiences with parenting
- Relationship they have had with this child/children
- Types of expectations and rules they will have for this child/children
- Discipline and punishment methods used
- If this child/children have specific issues that the family should be aware of, how will they address these issues and what resources can they access
- The family's knowledge of resources available to them should the child/children display unfamiliar behaviors in the future. How would they access them?
- The family's preparation for dealing with the child/children's history
- Their knowledge of assisting the child/children during the separation from the other parent and their placement
- Commitment to long term placement
- Knowledge and understanding of alleged abuse
- Willingness to cooperate with case plan and visitation
- Ability to keep child safe from abusing parent during placement

SECTION VII: HOUSING AND COMMUNITY

- Physical description of the home
- Home safety concerns, if any (include mention of safety checklist items not present but recommended)
- Housekeeping standards
- Community safety concerns, if any
- Where child will attend school

SECTION VIII: CRIMINAL INVESTIGATION BUREAU RECORD CHECK

A CIB FINGERPRINT CHECK WAS COMPLETED FOR:

NAME	DATE COMPLETED	CIB RESULTS

SECTION IX: CHILD PROTECTIVE/ADULT PROTECTIVE SERVICES RECORD CHECK:

A CPS/APS RECORD CHECK WAS COMPLETED ON ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18. THE RESULTS INDICATED, INCLUDING A FACTS RECORD CHECK:

SECTION X: COLLATERAL CONTACTS (If necessary)

SECTION XI: EVALUATION/RECOMMENDATIONS

Evaluation

PLACEMENT STRENGTHS/PLACEMENT CONCERNS:

Write a narrative of any and all of the reasons that this placement would be an appropriate placement for the child. You can list the parent/guardian's strengths here.

Write a narrative of any and all of the concerns/issues that would cause this placement to be an inappropriate placement for the child. List any problems that the parent/guardian may be experiencing, which would affect the child's placement.

Are any substance abuse or mental health evaluations necessary before the worker can determine if this is an appropriate placement for the child/children? If so, what type of evaluation is necessary, is the family member willing to comply with such evaluation, and did the family member comply with that evaluation? If so, what were the results of that evaluation?

RECOMMENDATION:

Based on information contained in this evaluation, this parent /guardian is recommended/not recommended <<choose appropriate language>>as a placement option for << enter names of child(ren)>> by the West Virginia Department of Health and Human Resources

Prepared By:

Family/Child's Worker

Date

Approved By:

Supervisor

Date

Document Checklist

- † Health and safety checklist
- † Statement of Criminal Record
- † Release of information
- † Financial statement
- † Photo ID or Driver's license